

**DIRK KEMPTHORNE**  
Governor

*State of Idaho*  
**DEPARTMENT OF INSURANCE**

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**GARY L. SMITH**  
Director

January 4, 2006

**NOTICE TO ALL INSURANCE CARRIERS IN IDAHO**

**RE: 2005 FORM FILINGS**

To Whom It May Concern:

It is a requirement that you submit a list of all the forms that your company has filed for use in the State of Idaho for the previous year. This will be required on a yearly basis, **due by February 15 of the current year for each previous year**. A checklist for this submission is as follows:

1. Include the complete form number, name of the form, and the date the form was **STAMPED** by the Department **APPROVED, DISAPPROVED, WITHDRAWN OR FILED**. If the form was disapproved, then refiled, the company needs to include the form twice on their list, showing both dates. This also includes any advertising pieces.
  - Do not include the date of the company letter or the effective dates. Only include the date the department stamped the filing.
  - Do not include forms filed by rating organizations **on behalf of the carrier**.
  - If the form was filed via SERFF mark the form as a SERFF filing.
2. Submit all lines of business together under one cover letter. It is the Company's responsibility for all lines to be submitted together regardless if filed by the Company or a third party. In some cases, this may require the company to inform other agencies of this requirement. Do not submit separately as it will delay the review.
3. If you are filing for multiple companies, prepare a separate list and cover letter for each company.
4. Include revision dates as part of the form number. The department includes the revision date as part of the form number, if it is located in the lower left hand corner. Please include this revision date as part of the company form number when submitting your list.
5. Do not include specification pages, data pages, replacement pages or rates and rules.
6. The acceptable methods of filing are via hard copy or e-mail. Do not file your 2005 forms list via SERFF.
7. **Please respond even if no forms were filed in Idaho for the previous year.**

It is also apparent that some companies are filing forms that they are not currently marketing in Idaho. Unless the company plans on marketing a product the Department requests they do not file the forms.

In addition, it has also been noted that some carriers may be utilizing forms that have been disapproved by the department. This is violation of Idaho Code §41-1812 and will result in administrative sanctions against the carrier.

If you have questions about whether a form has been disapproved, or any other questions, you should contact me at 208-334-4362 or e-mail at Donna.Daniel@doi.idaho.gov.